

**A LETTER TO A FRIEND**

Begin *Dear* + name,  
NOT ~~Dear friend,~~  
~~Hello Bill.~~

Put a comma (,) after the name,  
NOT a colon (:).

Finish the letter  
*Best wishes/Regards*  
to people you don't know very well.  
*(Lots of) love* to family/close friends.

**Typical first sentences**  
*It was nice/great/lovely to hear from you...*  
*I hope you're well...*  
*Sorry I haven't written for so long...*  
*Thanks for your letter...*  
*How are you? I'm fine.*

**Typical last sentences**  
*Write soon.*  
*I'll be in touch soon.*  
*I hope to hear from you soon.*  
*Give my regards/love to your family.*

<sup>3</sup> **Dear Bill**,  
**How are you?** <sup>5</sup> *I hope you're well.*

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\_\_\_\_\_

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<sup>1</sup> **24 King Street**  
**London W1A 3LF**

<sup>2</sup> **18th February 1999**

**Write soon,**

<sup>6</sup> **Best wishes,**

**Carlos**

<sup>7</sup> **P.S. I'll be away from the 10th till the 25th.**

Write your address.  
Don't write your name.

Write the date under your address:  
18th February 1999  
OR 18/2/99.

Use contractions.

Use P.S. (= Post script) to add something you forgot to write in your letter.